



Continuity of Operations



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PURPOSE

◆ **To provide an overview of Federal Executive Branch Continuity of Operations (COOP) roles and responsibilities.**

- Overview and Requirements
- FEMA as Executive Agent for COOP
- COOP Guidance for Departments and Agencies



DEFINITION

- ◆ COOP:
- ◆ **Effort within individual departments and agencies to assure continuance of their minimum essential functions across a wide range of potential emergencies.**



WHY COOP?

◆ Good business practice

- Assures ability to fulfill essential roles and functions

◆ Response to all hazards and full spectrum of threats

- Natural
- Man-made
- Technological
- National security emergencies



WHY COOP?

- ◆ New threat paradigm
 - Cold War over
 - WMD and smaller-scale threats rising
- Recent Presidential guidance:
 - FPC-65, Continuity of Operations (COOP)
 - FPC 66, Test, Training & Exercise of COOP
 - FPC-67, Acquisition of Alternate Facilities for COOP



FEMA'S EXECUTIVE AGENT ROLE

- Provide guidance
- Establish interagency coordinating mechanisms
- Coordinate assessment of Federal COOP capability
- Assist D/As as appropriate



CURRENT REQUIREMENTS

◆ Viable D/A COOP capability by October 21, 1999

- All-hazards approach
- Alternate facilities
- Operate within 12 hours of activation
- Sustain for up to 30 days



COOP PLANNING GUIDANCE

◆ First Steps

- Identify essential functions that must continue to be performed
 - Ensure proper staffing of those functions
 - Identify mission-critical data and systems supporting the essential functions



COOP PLANNING GUIDANCE

◆ Elements of a Viable COOP Capability

- Line of succession
- Delegation of authorities
- Alternate facilities
- Safekeeping vital records
- Administration and logistics
- Operating procedures
- Personnel issues
- Security
- Interoperable communications
- Exercises and training



BUSINESS CONTINUITY

- ◆ Think of COOP planning as business continuity planning
- ◆ *How will you continue to provide essential services to your customers if you are denied the use of your primary facilities?*



QUESTIONS



